



## Induction Policy and Procedure

**Objective:** To ensure effective integration of new employees into the organization for the benefit of the employee and the setting.

**Policy:** All new employees are given a formal induction in which the line manager takes the employee through the organizational structure and policies and procedures.

**Procedure:** To uphold the policy, the following guidelines are in place:

- New employee announcement should be sent out to all staff prior to staff joining
- Formal introduction of new employee to all staff on the first day of joining
- Staff handbook to be mailed to new employee long with the employment offer
- Line manager to take new employee through organizational structure, policies and procedures, and clear expectations of their job
- Employee to read policies and procedures document and sign the acceptance document